

State of Hawai'i  
Department Human Services  
Housing and Community Development Corporation of  
Hawaii (HCDCH)  
Homeless Programs Section

## **Request for Proposals**

### **RFP No. HPB 2006-01 FY 2006 Continuum of Care (CoC) Competition**

- ❖ Supportive Housing Program
- ❖ Shelter Plus Care
- ❖ Section 8 SRO Program

Issued: November 25, 2005

Deadline: February 16, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

November 25, 2005

## **REQUEST FOR PROPOSALS**

### **2006 Continuum of Care Programs RFP No. HPS 2006-01**

The Department of Human Services (DHS), Housing and Community Development Corporation of Hawai'i (HCDCH), is requesting proposals from qualified non-profit agencies providing shelter and supportive services to homeless individuals and families in the counties of Hawai'i, Kaua'i and Maui for the FY 2006 Continuum of Care (COC) application. The contract term will be from FY 2007 through FY 2010 for Supportive Housing Programs (SHP) and FY 2007 through FY 2012 for Shelter Plus Care Programs (S+C). Renewal applications for one (1) year terms, are also being sought for SHP grants expiring in 2007. Multiple contracts may be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United States Postal Service on or before February 16, 2006 or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on February 16, 2006, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Homeless Programs Section will conduct an orientation on December 12, 2005 from 11:00 a.m. to 12:30 p.m. HST, at the State of Hawaii Videoconference Centers on the islands of Oahu, Hawaii, Maui, and Kauai. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on December 16, 2005. All written questions will receive a written response from the State on or about December 19, 2005 – December 22, 2005.

Inquiries regarding this RFP should be directed to the RFP contact persons, Ms. Sandra J. Miyoshi or Ms. Phyllis Ono at 1002 N. School Street, Building H, Honolulu, Hawaii 96817, telephone: (808) 832-5930, FAX: (808) 832-5932, e-mail: [sandra.miyoshi@hcdch.hawaii.gov](mailto:sandra.miyoshi@hcdch.hawaii.gov) or [phyllis.ono@hcdch.hawaii.gov](mailto:phyllis.ono@hcdch.hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

<b>SUMITT 1-ORIGINAL AND 5 COPIES</b>
---------------------------------------

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN**

**December 16, 2005**

**All Mail-ins**

**HCDCH**

**Homeless Programs Branch**

**P.O. Box 17907**

**Honolulu, Hawaii 96817**

**DHS RFP COORDINATOR**

**Sandra J. Miyoshi**

**For further info. or inquiries**

**Phone: 832-5930**

**Fax: 832-5932**

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M., Hawaii Standard Time (HST) February 16, 2006.**

**Drop-off Sites**

**Oahu:**

**HCDCH**

**Homeless Programs Branch**

**1002 North School Street, Building H**

**Honolulu, Hawaii 96817**

**HCDCH**

**677 Queen Street, Suite 300**

**Honolulu, Hawaii 96813**

**BE ADVISED:** All mail-ins postmarked by USPS after 12:00 midnight, **February 16, 2006**, will be rejected.

Hand deliveries will **not** be accepted after **4:30 p.m., HST, February 16, 2006**.

Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:30 p.m., HST, February 16, 2006**.

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Housing and Community Development Corporation of Hawaii  
 Department of Human Services, State of Hawaii  
 677 Queen Street, Suite 300  
 Honolulu, Hawaii 96813  
 Phone (808) 832-5930 Fax: (808) 832-5932

#### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

##### Phase I

**Revisions may be requested of the proposals submitted for this RFP after the HUD 2006 release of notification for the notice of funding.**

Activity	Scheduled Date
Public notice announcing RFP	11/25/05 (Friday)
Distribution of RFP	11/25/05 (Friday)
RFP orientation session	12/12/05 (Monday) 11:00am-12:30pm
Closing date for submission of written questions for written responses	12/16/05 (Friday)
State purchasing agency's response to applicants' written questions	12/19/05-12/22/05 (Mon-Thurs)
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline. <b>All proposals must be submitted.</b>	2/16/06 (Thurs)
Discussions with applicant after proposal submittal deadline (optional)	
Final revision of submitted proposals (optional)	2/28/06 (Tues)

##### Phase II

**These activities and dates are to be announced dependent upon HUD's 2006 release of notification for the notice of funding .**

Activity	Scheduled Date
HUD 2007 Notice of Funding Announcement	TBA
HUD Super NOFA Public Broadcast CoC Homeless Assistance Programs ( <a href="http://www.hud.gov/webcasts/index.cfm">http://www.hud.gov/webcasts/index.cfm</a> )	TBA ____/06 __p.m.- __p.m. EST __ a.m. HST
HUD Super NOFA Public Broadcast Logic Model Training ( <a href="http://www.hud.gov/webcasts/index.cfm">http://www.hud.gov/webcasts/index.cfm</a> )	TBA ____05 __ p.m. – __p.m. ____ a.m. HST
Request for revisions for RFP No HPS 2006-01	TBA (2 wks after Notice)
Request for Revision Orientation session	TBA (3 <sup>rd</sup> wk after Notice)
Closing date for submission of written questions	TBA (4 <sup>th</sup> week)



State purchasing agency's response to applicants' written questions	<b>TBA (4<sup>th</sup> wk)</b>
Discussions with applicant after revisions to proposal submittal deadline (optional)	
Proposal evaluation period	<b>TBA</b>
Provider selection	<b>TBA</b>
Notice of statement of findings and decision	<b>TBA</b>
Contract start date	<b>Federal Funds available after Spring 2007</b>

## V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** December 12, 2005 **Time:** 11:00 a.m. to 12:30 p.m.  
**Location:** Oahu: Kalanimoku Building 1151 Punchbowl Street, Room B10,  
Hawaii: Hilo state Office Building, 75 Aupuni Street, Basement  
Maui: Wailuku Judiciary Building, 2145 Main Street  
Kauai: Lihue State Office Building, 3060 Eiwa Street, Basement

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph.

## VI. Submission of Questions

Applicants may submit questions to the RFP Contact Persons identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** December 1, 2005 **Time:** 4:30 p.m. **HST**

State agency responses to applicant written questions will be provided by:

**Date:** December 19, 2005 – December 22, 2005

## VII. Submission of Proposals

**1. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at:

www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers* and *Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

2. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
3. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
4. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Faxed proposals and/or submission of Proposals on diskette/cd or transmission by e/mail, website or other electronic means is not permitted.
5. **Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>, or go directly to:  
[http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)
6. **Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## VIII. Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

### **XIII. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

### **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

### **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

### **XVI. Rejection of Proposals**

All proposals will be accepted, ranked and submitted with the application to HUD. HUD will make the determination regarding the proposals that will be funded in the FY2005 CoC.

### **XVII. Notice of Award**

After HUD makes the determination of the proposal to be award for FY2005 CoC, and has notified HCDCH, HCDCH will then send a notice of award to the non-profit agencies regarding the determination.

### **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Lillian B. Koller, Esq.	Name: Stephanie Aveiro
Title: Director	Title: Executive Director
Mailing P.O. Box 339 Address: Honolulu, Hawaii 96809	Mailing P.O. Box 17907 Address: Honolulu, Hawaii 96817
Business Queen Liliuokalani Building Address: 1390 Miller Street Honolulu, Hawaii 96813	Business 677 Queen Street, Suite 300 Address: Honolulu, Hawaii 96813

## **XIX. Availability of Funds**

FY 2006 Continuum of Care Competition from United States Department of Housing and Urban Development (HUD) is authorized under the McKinney Vento Homeless Assistance Act (42 U.S.C. 113B1). All Shelter Plus Care renewals will be funded under a separate allocation.

## **XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address).

Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**



## Section 2

### Service Specifications

#### I. Introduction

##### A. Overview, purpose or need

In November of 1996, the Housing and Community Development Corporation of Hawaii (HCDCH) convened the first annual statewide homeless forum in conjunction with the National Hunger and Homeless Awareness Week. The goal of the forum was to create a coordinated network of providers and jurisdictions working collaboratively to address homeless needs by identifying and eliminating the gaps in homeless Continuum of Care (CoC) systems in each county. By preparing a foundation for the Statewide Homeless Strategic Plan, the HCDCH received the full support of the Governor and the State Legislature, which inspired a proactive homeless agenda.

The Homeless Programs for the HCDCH is the lead entity for homeless issues in the State and is responsible for the following activities: (1) administering and funding the State Homeless Shelter Stipend Program, State Homeless Outreach Program, and the State Homeless Emergency Loans and Grants Program, (2) developing programs to prevent and abate homelessness, (3) coordinating the statewide Homeless Point-In-Time count in partnership with all the counties, (4) facilitating the activities of the State Interagency Council on Homelessness, (5) facilitating the Statewide Coalition of Continuums; and (6) implementing the Homeless Management Information Systems.

The Homeless Programs works with the various CoC partnerships on the islands of Hawai'i, Kauai, and Maui in prioritizing the needs of homeless families and individuals in their Continuum of Care Strategic Plans. As the lead entity for the rural counties, HCDCH will be submitting the grant application on behalf of Hawai'i County, Kauai County, and Maui County, for the CoC Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals (SRO). The programs of the CoC are administered by the United States Department of Housing and Urban Development (HUD) and are authorized under the McKinney-Vento Homeless Assistance Act (42 U.S.C. 113B1)

To be eligible for the CoC, Supportive Housing Program (SHP), Shelter Plus Care (S+C) and Section 8 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals (SRO), providers in the rural counties must submit proposals in response to this Request for Proposal (RFP) and shall apply for at least one of the above CoC programs. Please note, each program

uses a separate and unique application. The three programs which comprise the Continuum of Care programs are:

- **Supportive Housing:** The Supportive Housing Program is intended to enhance the development of supportive housing and supportive services to assist homeless persons and families in their transition from homelessness to independent living.
- **Shelter Plus Care:** Shelter Plus Care provides rental assistance to disabled persons in connection with supportive service funded through other sources. Persons participating in Shelter Plus Care Program must be both homeless and disabled. In the case of a homeless family, at least one member must be disabled.
- **Section 8 SRO:** The Section 8 Single Room Occupancy (SRO) program is designed to ensure an adequate supply of SRO housing for the homeless. The program provides rental assistance for person who reside in rehabilitated SRO units

An existing project or program may request one (1) year of renewal funding through this RFP if their program funding will expire in calendar year 2006, and the project or program is being funded under one of the following McKinney Act Programs:

- Supportive Housing Program
- Shelter Plus Care Program
- Supportive Housing Program renewal Grant

***Note: New proposals must be for new programs or for expansion of existing programs***

#### **B. Description of the goals of the service**

The goal is to help Hawaii's homeless person increase their stability in the health, housing and social areas so that they may be able to obtain and retain permanent housing and maintain economic independence and self-sufficiency for the long term. Programs designed to assist homeless persons are more effective and efficient when carried out through carefully planned and systematic approaches. The goals for a specific person may vary along a continuum based on the particular needs, situation and abilities for the individuals participating in the program or project. However, the ultimate goal of permanent housing and economic independence should be held as the ideal.

**C. Description of the target population to be served**

The target population is homeless individuals and families residing in the rural counties of Hawaii, Kauai, and Maui.

Priority will be placed on programs that target the permanent supportive housing for chronically homeless persons.

Chronically homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as “a diagnosable substance disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions”. In defining the chronically homeless, the term “homeless” means “a person sleeping in a place not meant for human habitation or in an emergency shelter”. This definition also includes persons in transitional or supportive housing who originally came from the streets or an emergency shelter. The programs of the CoC are not intended to assist persons who are at-risk of becoming homeless.

**D. Geographic coverage of service**

Counties of Hawai'i, Kauai, and/or Maui.

**E. Probable funding amounts, source, and period of availability**

Total Funding: Dependant on 2006 Notice of Funding, and subject to the availability of Federal funds. Approximately \$1,466,561.00

Source of Funding: United States Department of Housing and Urban Development (HUD) as authorized under the McKinney Vento Homeless Assistance Act (42 U.S.C. 113B1)

Availability Period: Federal funds will be available after Spring 2007

*(Grant terms for all newly proposed SHP projects are two (2) and three (3) years. 1, 2, or 3 years for new HMIS, and one(1) year for renewals)*

**II. General Requirements****A. Specific qualifications or requirements, including but not limited to licensure or accreditation:**

All programs shall have the requirements listed below:

1. The Applicant shall be a public agency or a private non-profit organized and certified under Section 501(c) (3) of the Internal Revenue code of 1986, as amended;
2. The Applicant shall comply with the guidelines for specific programs as detailed in the Super NOFA (Notice of Funding Availability) and CoC application;
3. Selected applicants shall retain any book, document, paper, file or other record of the performance of services for the purposes of monitoring, evaluating, or auditing the contractor's performance of services and the program, and management and fiscal practices for at least three years, except in any litigation, investigation, audit or other action that is underway. HUD and HCDCH and any of their authorized representatives shall have the right of access to any records that are related to the performance of services. The right of access shall not be limited to the required retention period but shall last as long as the records are retained;
4. The Applicant shall be required to comply with all laws, ordinances, codes, rules and regulations of the federal, state and local governments as they relate to the operations of the project and adhere to the instructions prescribed by the HCDCH;
5. The Applicant shall have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles;
6. The Applicant shall perform financial and compliance audits in accordance with "Government OMB Circular A-133" and submit the audits to the Department as directed if federally funded for \$500,000 or more;
7. The Applicant shall complete the Federal Certifications in Section 5;
8. The applicant shall maintain written policies and procedures for the required services including personnel standards, operating procedures, documentation and record keeping, data gathering and reporting, financial administration, quality assurance and monitoring;
9. Projects funded under this NOFA shall operate in a fashion that does not deprive any individual of any right protected by the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.

974), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) or Age Discrimination Act of 1975 (42 U.S.C. 6101);

10. The Applicant shall indemnify the State of Hawaii and the Housing and Community Development Corporation of Hawaii and shall obtain the following insurance:

Automobile Liability	\$300,000
Comprehensive Liability	\$1,000,000

11. Required documents and forms

All applicants are required to comply with all applicable federal, state and local laws and regulations. Rules and regulations for specific programs are detailed in the Continuum of Care Notice of Funding Availability, [www.hud.gov/offices/adm/grants/nofa06/grpcoc.cfm](http://www.hud.gov/offices/adm/grants/nofa06/grpcoc.cfm)

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases will be allowed.

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☒ Allowed      ☐ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☐ Single      ☐ Multiple      ☒ Single & Multiple

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term ( $\leq$  2 yrs)      ☒ Multi-term ( $>$  2 yrs.)

**Contract Terms**

Newly proposed SHP projects are two (2) or three (3) years.

All Shelter Plus Care renewals will be funded under a separate allocation from HUD with the length of renewal dependent upon funds available. The number of extensions is not limited, but contingent upon funding available through the CoC Competition provided the project or program has been previously funded under CoC.

Notification of award for all selected projects will not be available until after Spring 2007. An existing project or program may request renewal funding through this RFP if such funding will expire in calendar year 2007 provided the project or program has been previously funded under the following McKinney Act Programs:

- Supportive Housing Program
- Shelter Plus Care Program
- Supportive Housing Program Renewal Grant

**F. RFP contact person**

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact persons and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

RFP Coordinator:  
 Sandra J. Miyoshi  
 Attention: Phyllis Ono  
 Housing and Community Development Corporation of Hawaii (HCDCH)  
 1002 N. School Street, Bldg. H  
 Honolulu, Hawaii 96817  
 Telephone: (808) 832-5930      Fax: (808) 832-5932

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

1. The type, scale, and location of the supportive services fit the needs of the participants.
2. Coordination and mainstream resources requires the integration of your homeless program with other mainstream (non-homeless targeted) health, social services, and employment programs for which homeless populations may be eligible.
3. How participants are assisted to obtain and remain in permanent housing is described.

4. How participants are assisted to both increase their income and live independently is provided.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The applicant shall ensure that key supervisory staff are trained and qualified and/or possess the required credentials for such activities.
- b. The applicant shall ensure that personnel who will provide the required services are trained and qualified. Services must be provided by persons with training and/or expertise appropriate to the type of service offered.. Staff must be capable of assessing the needs of the targeted population.
- c. The applicant shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.

**2. Administrative**

- a. All applicants must identify procedures to maintain personnel files of the training, supervision, appropriate credentials, and ongoing monitoring of all employees, subcontracted providers, and volunteer performance.
- b. Applicants must identify how they would provide the necessary infrastructure to support the provision of services under this RFP. An organization chart, which clearly defines the applicant's lines of authority and organizational functions, must be included.
- c. Applicants must also submit personnel updates to reflect any changes in staffing (i.e. new hires, terminations, changes in credentials) for the organization's officers and direct service personnel. Current copies of the resumes or curriculum vitae and copies of licenses or certificates for all new hires or changes in credentials must also be submitted.

**3. Quality assurance and evaluation specifications**

- a. Performance of all contracted agencies will be monitored on an ongoing basis by the HCDCH through file reviews, desk monitoring, site inspections, personal observation, and/or other methods. Contractors who fail to adequately provide services as contracted shall be required to provide a written corrective action

plan, which addresses the corrective actions that will be taken, the timeline of implementation and the responsible parties.

- b. Failure to comply with reporting requirements or to adequately address monitoring findings may result in appropriate HCDCH action.

#### **4. Output and performance/outcome measurements**

Applicant must clearly describe outcome measures, benchmarks and data collection methods relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, the stated problem and proposed service activities.

#### **5. Experience**

Applicant shall have an established record of providing assistance to the homeless and managing state, local, and federal grant funds.

#### **6. Coordination of services**

The applicant shall demonstrate the capability to coordinate services with other (non-homeless targeted) agencies and other mainstream health, social services, and employment programs for which homeless populations may be eligible in the community.

#### **7. Reporting requirements for program and fiscal data**

Applicants shall submit progress reports, including but not limited to, scheduled activities, completion rates and problems and recommendations to remedy.

Applicants shall submit information and/or required reports in a timely manner and in the appropriate forms as prescribed by the HCDCH and/or HUD

#### **8. Pricing structure or pricing methodology to be used**

Pricing Structure Based on Cost Reimbursement

Pricing shall be on a cost reimbursement method according to the Contactor's approved budget.

#### **9. Units of service and unit rate**

Not applicable



#### **IV. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also, describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the HCDCH using the prescribed format outlined in this section.*
- *Format: Proposals shall be prepared using 12 pt Times New Roman or Times Roman font, single spaced. Margins shall be 1 inch left, right, and bottom, and 1-1/2 inches on the top.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

## I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## II. Experience and Capability

### A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

**C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

**D. Coordination of Services****1. Participation in the Continuum of Care Process**

The applicant should be an actively participating member in the respective county's Continuum of Care (CoC) in which they are submitting a proposed project.

**2. Leveraging, Mainstream and Match****a. Leveraging and Mainstream**

The applicant's demonstrate the capability to coordinate, integrate and leveraging your homeless program with other mainstream (non – homeless targeted) health, social services, and employment programs for which homeless populations may be eligible including Medicaid, Children's Health Insurance Program, Temporary Assistance for Needy Families, Food Stamp, and services funded through Mental Health Block Grant and Substance Abuse Block Grant, Workforce Investment Act, Welfare –to- Work program, Veterans Health Care, etc.

**b. Match**

Funding for acquisition rehabilitation and new construction requires an equal amount of cash from other sources. Supportive Housing Program match for services since SHP, by statute, can pay no more than 75 percent of the total operating budget for supportive housing, applicants must provide at least 25 percent cash match of the total annual operating costs.

Shelter Plus Care requires a dollar for dollar match; the recipient's match source can be cash or in-kind.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

### **III. Project Organization and Staffing**

#### **A. Staffing**

##### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

##### **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Describe the knowledge and experience of your proposed project director and/or staff. Attach resumes and relevant professional background/experience of each staff position not to exceed 2 pages per person. (Refer to the qualifications in the Service Specifications, as applicable)

#### **B. Project Organization**

##### **1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Describe how the applicant will manage to ensure accountability.

##### **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

### **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The applicant shall submit a cost proposal utilizing the cost reimbursement pricing structure designated by the HCDCH. All fees shall be included in the proposal price, including but not limited to, personnel, subcontractors, travel expenses, equipment, supplies, etc. All proposals should include the State of Hawaii general excise tax, if applicable.

The cost reimbursement pricing structure reflects a purchase arrangement in which the STATE pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation as agreed upon contractually.

Complete the following budget form(s), which are available on the State Procurement Office website (<http://www.spo.hawaii.gov>) and HUD Clips website [www.hudclips.org](http://www.hudclips.org) and submit them with the POS Proposal Application:

1. Form SPO-H205
2. HUD-424-cb
3. HUD-424-cbw

### **B. Other Financial Related Materials**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application.

- ☐ Latest single audit report of financial audit

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

**B. Requirements for Applicants**

1. From nonprofit applicants – 501 (c) (3) certification, current Board of Directors list, Charter if Incorporation, and by-laws;
2. Community mental health association documentation (for SHP public nonprofit applicant only).
3. Applicant must be and active participant of the appropriate County Continuum of Care planning group

**C. HUD Requirements****1. Fair Market Rent (FMR) Updates**

Will select projects using the FMR in place at the time of application. HUD will then apply the FMRs in place at the time of award.

**2. Electronic Submittal**

HUD will require the State application be submitted electronically. There fore all applicants must submit a disc/cd version of their application

**D. Assembly Order****1. State Forms and Requirements**

- a. SPO-H-200 Proposal Application Identification Form
- b. Proposal Application List
- c. SPO-H- 200A Proposal Application
- d. SPO-H-100A Registration Form

**Cost Proposals**

- e. SPO-H-205 Budget
- f. HUD-424-cb
- g. HUD-424-cbw

**2. Certifications:**

- a. Consistency and Compliance With Federal Mandates
- b. SF-LLL Disclosure of lobbying Activities
- c. HUD-2992 Regarding Debarment and Suspension

**3. Program Specific**

- a. Project Summary. The one page summary shall describe the proposed project in terms of population to be served, number of clients to be served general description of the needs of the population and the services to be provided through the proposed project, and the anticipated outcomes of the proposed project.

- b. SF-424 Application for Federal Assistance. The SF 424 is used by HUD to determine the project applicant. Complete SF-424 for SHP renewals, where the service provider is the direct sub grantee.
- c. HUD 424 B, Applicant Assurances and Certifications for Shelter Plus Care and Supportive Housing Programs renewal applications where the service provider is a sub-grantee of the State, this form must be signed for inclusion in your submission
- d. HUD-27300 Initiative on Removal of Regulatory Barriers (Hawaii, Maui, and Kauai).
- e. HUD 40766-CoC, Continuum of Care Applicant Certification
- f. HUD-96010, Logic Model
- g. HUD-2880, Applicant/Recipient Disclosure/Update
- h. HUD-2991 Certification of Consistency with the Consolidated Plan, Must be sign by the respective County in which your project will operate.
- i. S424-sup Surveying on Ensuring Equal Opportunity for Applicants
- j. HUD-2994, Client Comments and Suggestions (optional)

**4. Project Exhibits:**

- HUD-40076-CoC Exhibit 2: Supportive Housing Program – New Project Instructions 2A thru 2I (.doc)
- HUD-40076-CoC Exhibit 2R: Supportive Housing - Renewal Project Instructions, 2RA thru 2RD (.doc)
- HUD-40076-CoC Exhibit 3: Shelter Plus Care Program – New Project Instructions, 3A thru 3H (.doc)
- HUD-40076-CoC Exhibit 3R: Shelter Plus Care – Renewal Project Instructions, 3RA thru 3RE (.doc).
- HUD-40076-CoC Exhibit 4: Section 8 Moderate Rehabilitation SRO – New Project Instructions

**5. 1. Requirements**

**a. Leveraging, and Match**



1. Leveraging and Match

- List all of the resources that will be contributed to the project;
- Name and sources of providers of the contribution (federal, state, local governments, private sources including mainstream housing, and social service programs);
- Value of the contributions for which there are written agreements
- Please list all resources that will leverage CoC funds for your project, over and above match requirements; as this helps the CoC application

b. Mainstream Resources:

- Please describe how your agency identifies person's eligible for mainstream programs.
- Please describe in detail how your agency helps your client enroll in the following programs for which they are eligible:
  - Medicaid
  - State Children's Health Insurance Program (SCHIP)
  - TANF
  - Food Stamps
  - SSI
  - Workforce Investment Act
  - Veterans Health Care

1. Please describe how you ensure that the client receives assistance under each of the program for which they are enrolled.
2. Please indicate the follow-up processes your agency performs after helping the client apply to the above programs.

c. Narratives:

1. Required Project Narratives should not exceed five typed pages
2. Required Experience Narratives should not exceed three typed pages.

# **Section 4**

## **Proposal Evaluation**

## **Section 4**

### **Proposal Evaluation**

#### **I. Introduction**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

#### **II. Evaluation Process**

Upon the receipt of all applications by the due date, an initial review will be conducted to determine if the proposed project meets all requirements for participation in the CoC program, as follows:

1. Agency's proposal is eligible to receive assistance as per program rules and regulations.
2. The proposed project will serve eligible CoC beneficiaries.
3. The activities proposed are eligible for assistance and appropriate for the population to be served.
4. The proposed project is financially feasible and cost effective. Proposals not meeting any of these minimum requirements will be returned to the proposing agency.

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 – Ranking of Proposals

### Evaluation Categories and Thresholds

<b><u>Evaluation Categories</u></b>				<b><u>Possible Points</u></b>
<b><i>Administrative Requirements</i></b>				
<b><i>Proposal Application</i></b>				<b>100 Points</b>
Program Overview		0 points		
Experience and Capability		25 points		
Project Organization and Staffing		15 points		
Service Delivery		30points		
Financial		10 Points		
Permanent Housing Bonus		10 points		
Chronic Homeless Bonus		5 points		
Renewal Programs - Bonus		5 points		
<b>TOTAL POSSIBLE POINTS</b>				<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- a. State Procurement Office pre-registration
- b. Assurances and Certifications
- c. Tax clearance certificate not required at this time

##### 2. Proposal Application Requirements

- a. Proposal Application Identification Form (Form SPO-H-200)
- b. Table of Contents
- c. Program Overview
- d. Experience and Capability
- e. Project Organization and Staffing
- f. Service Delivery
- g. Financial (All required forms and documents)
- h. Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

Scoring Procedures: For each category, evaluators will read the corresponding section in the applicant's proposal.

Comments are optional. The evaluation panel will rate each category on a scale of 0 through 20 and convert that rating to a point score. Ratings will be the consensus of the evaluation panel.

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

**1. Experience and Capability**

**25 points**

The State will evaluate the applicant's experience and capability relevant to the proposal contract which shall include:

<p><b>Necessary Skill:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposing agency has extensive experience with the population to be served, and has demonstrated the ability to work with the population to address their needs. (10 Points)</li> <li><input type="checkbox"/> Proposing agency has some experience with the population to be served, and has worked with the population to a degree to address their needs. (5 Points)</li> <li><input type="checkbox"/> Proposing agency does not have any experience with the population to be served, and has no experience in working with the population to address their needs. (0 Points)</li> </ul>	
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Problem or need that will be addressed by the program is clearly identified and articulated. Program design and activities address the identified need or problem. Anticipated program outputs will result in program outcomes that are realistic, measurable, consistent with the objectives of the project or program, and will ultimately address the identified need or problem. (10 Points)</li> <li><input type="checkbox"/> There is some ambiguity about the problem or need that the program will address. Program design or program activities may not fully address the need or problem that the program was designed to address. Program outcomes are not realistic, measurable, and may not fully address the identified problem or need. (10 Points)</li> <li><input type="checkbox"/> The problem or need that is being address is not clearly articulated. The program design and program activities are unlikely to address the need or problem that the program was designed to address. Program outcomes are not</li> </ul>	

	realistic or measurable, and will ultimately not result in addressing the identified problem or need. (0 Points)	
	<b>Quality Assurance and Evaluation:</b> <ul style="list-style-type: none"> <li>❑ Demonstrates sufficient amount of quality assurance and evaluation plans for proposed services. (5 Points)</li> <li>❑ Lacks some clarity in their stated quality assurance and evaluation plans for proposed services. (3 Points)</li> <li>❑ Proposing agency has yet to establish quality assurance and evaluation plans for proposed services (0 Points)</li> </ul>	

**2. *Project Organization and Staffing (15 Points)***

The State will evaluate the applicant's overall staffing approach to the service that shall include:

	<b>Proposed Staffing:</b> <ul style="list-style-type: none"> <li>❑ That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. (4 Points)</li> <li>❑ That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is less than reasonable to but still able insure viability of the services. (3 Point)</li> <li>❑ That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is unreasonable and cannot insure viability of the services. (0 Points)</li> </ul>	
	<b>Staff Qualifications:</b> <ul style="list-style-type: none"> <li>❑ Staff meets minimum qualifications (including experience) for staff assigned to the program. (3 Points)</li> <li>❑ Staff does not meet the minimum qualifications (including experience) for staff assigned to the program. (0 Points)</li> </ul>	
	<b>Project Organization Supervision and Training:</b> <ul style="list-style-type: none"> <li>❑ Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services (4 Points)</li> <li>❑ Was not clearly demonstrated, the ability to supervise, train and provide administrative direction to staff is unclear as staff may not be fully qualified relative to the delivery of the</li> </ul>	

	proposed services. (0 Points)	
	<p><b>Organization Chart:</b></p> <ul style="list-style-type: none"> <li>❑ Approach and rationale clearly defined for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. Include position title, name, and full-time equivalency (FTE) (4 Points)</li> <li>❑ Approach and rationale was not clearly defined for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. Include position title, name, and full-time equivalency (FTE) (0 Points))</li> </ul>	

### 3. *Service Delivery (30 Points)*

Assess the applicant's approach to the service activities and management requirements.

	<p><b>Emphasis on Housing Activity:</b></p> <p>This is based upon funds requested for housing activities, i.e. transitional and permanent housing and funds requested for supportive services activities. Housing-related activities include, but are not limited to, Shelter Plus Care rental assistance, housing operations, the cost of leasing housing, and housing related case management and housing counseling services.</p> <ul style="list-style-type: none"> <li>❑ 80 percent or more of the applicant's grant request is for housing-related expenses. (15 Points)</li> <li>❑ 65 percent to 80 percent pf the applicant's grant request is for housing-related expenses. (10 Points)</li> <li>❑ 50 percent to 65 percent of the applicant's grant request is for housing-related expenses. (5 Points)</li> <li>❑ Less than 50 percent of the applicant's grant request is for housing-related expenses. (0 Points)</li> </ul> <p><i>Housing Related Expenses:</i>  <i>Total Funding Request:</i>  <i>Housing Expense Ratio</i></p>	
	<p><b>Participation in the Continuum of Care Process:</b></p> <ul style="list-style-type: none"> <li>❑ Applicant actively participates in the Continuum of Care (CoC) process by regularly attending the respective CoC meeting in the county in which the program is to operate, participating in the subcommittees and/or governance, and participating in other CoC activities and planning processes. (15 Points)</li> <li>❑ Applicant participates in the CoC process by attending most the respective CoC meetings in the county in which the program is to operate and participating in other CoC</li> </ul>	

	<p>activities to a limited degree. (10 Points)</p> <ul style="list-style-type: none"> <li>❑ Applicant's participation in the CoC process is minimal. Applicant may attend occasional the respective CoC meeting in the county in which the program is to operate, but does not participate in other CoC activities. (5 Points)</li> <li>❑ Applicant does not participate in the respective CoC meeting in the county in which the program is to operate the process (0 Points)</li> </ul>	
	<p><b>Chronic Homeless (Bonus points of 5)</b></p> <ul style="list-style-type: none"> <li>❑ Population served by the proposed project is primarily persons meeting the definition of "chronic homeless" as defined by HUD. The HUD definition is as follows:  <b>A chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four (4) episodes of homeless in the past three (3) years. Disabling condition is defines as "a diagnosable substance use disorder, serious mental illness developmentally disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions." To be considered chronically homeless, person must have been sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter during that time.</b></li> </ul>	

#### 4. Financial (10 Points)

Pricing structure based on cost reimbursement. Personnel costs are reasonable and comparable to position in the community. Non- personal costs are reasonable and adequately justified. The budget fully supports the scope service and requirements of the Request for Proposal.

	<p><b>Project Leverage:</b></p> <p>This criterion is a mathematical calculation of the ratio of CoC funds requested to the value of other resources contributed to the project/program by the applicant.</p> <ul style="list-style-type: none"> <li>❑ Applicant's leveraging ratio exceeds 80%. (10 Points)</li> <li>❑ Applicant's leveraging ratio is between 60% and 80%. (7 Points)</li> <li>❑ Applicant's leveraging ratio is between 40% and 60% (3 Points)</li> <li>❑ Applicant's leveraging ratio is less than 40%. (0 Points)</li> </ul> <p><i>Total Funding Request:</i>  <i>Leverage Provided:</i>  <i>Leverage Ratio:</i></p>	
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	<p><b>Permanent Housing Bonus – Bonus points of 10</b></p> <ul style="list-style-type: none"> <li>❑ This is a program for a permanent housing, or permanent supportive housing, which is designed to help meet the long-term needs of homeless individuals? (10 points)</li> <li>❑ This is not a program for a permanent housing, or permanent supportive housing, in which does not help meet the long-term needs of homeless individuals. (0 Points)</li> </ul>	
	<p><b>For Renewal Programs Only – Bonus points of 5</b></p> <ul style="list-style-type: none"> <li>❑ Program was very successful in helping clients transition to permanent housing, permanent supportive housing or other appropriate shelter, and assisting clients to increase their monthly income at the time of exit. (5 Points)</li> <li>❑ Program was generally successful in helping clients transition to permanent housing, permanent supportive housing or other appropriate shelter, and assisting clients to increase their monthly income at the time of exit. (3 Points)</li> <li>❑ Program was generally not successful in helping clients transition to permanent housing, permanent supportive housing or other appropriate shelter, and assisting to clients increase their monthly income at the time of exit. (0 Points)</li> </ul>	

**C. Phase 3 – Ranking of Proposals**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Please be sure to read the federal regulations pertaining to the Continuum of Care competition, and the specific program rules and regulations for which your agency is applying for. **The ranking of the proposals will occur after the 2006 Notice of Funding Announcement, (see Phase II of the Procurement Timetable).**

# **Section 5**

## **Attachments**

- A. Competitive Proposal Application Checklist
- B. Sample Proposal Table of Contents
- C. Cost Proposal Forms
- D. Certificates
- E. Programs: SHP, SHP-R, SPC, SPC-R, Section 8 SRO

## Attachment A

### Proposal Application Checklist

Applicant: \_\_\_\_\_ RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> and HUD Clips website [www.hudclips.org](http://www.hudclips.org)

Click *Procurement of Health and Human Services* and *For Private Providers*.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not registered)	
<b>Cost Proposal (Budget)</b>				
SPO-H-205 Budget	Section 3, RFP	SPO Website*	X	
HUD 424 –cb Grant Application Detailed Budget	Section 3, RFP	HUD Clips website <a href="http://www.hudclips.org">www.hudclips.org</a>	X	
HUD 424 –cbw Grant Application Detailed Budget Worksheet	Section 3, RFP	HUD Clips website <a href="http://www.hudclips.org">www.hudclips.org</a>	X	
<b>Certifications:</b>				
Consistency and Compliance with Federal Mandates	Section 5, RFP	Attachment D	X	
Disclosure of Lobbying Activities (SF-LLL)		OMB website <a href="http://www.whitehouse.gov/omb/grants/grants_forms.html">www.whitehouse.gov/omb/grants/grants_forms.html</a>	X	
Regarding Debarment and Suspension (Form HUD-2992)		HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	X	
<b>Program Specific Requirements:</b>				
Project Summary	Section 3, RFP	One page summary	X	
SF-424, Application for Federal Assistance	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	X	
HUD-424-B, Applicant Assurances and Certifications	Section 3, RFP	<a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	X	
HUD- 27300, Initiative on Removal of Regulatory Barriers (Hawaii, Maui, and Kauai)	Section 3, RFP	<a href="http://www.hud.gov/local/hi/community/aaci.cfm">www.hud.gov/local/hi/community/aaci.cfm</a>	X	
HUD-40076-COC, Continuum of Care Applicant Certification	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	X	

HUD-96010, Logic Model	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
<b>Item</b>	<b>Reference in RFP</b>	<b>Format/Instructions Provided</b>	<b>Required by Purchasing Agency</b>	<b>Completed by Applicant</b>
HUD-2880, Applicant/Recipient Disclosure/Update Report	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
HUD-2991, Certification of Consistency with the Consolidated Plan	Section 3, RFP	<a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
SF-424-sup, Survey on Ensuring Equal Opportunity for Applicants	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
HUD 2994 Client Comments and Suggestions		HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>Optional</b>	
HUD-40076-CoC, Exhibit 2: Supportive Housing Program – New Project Instructions 2A thru 2I(.doc)	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
HUD-40076-CoC, Exhibit 2R: Supportive Housing – Renewal Project Instructions, 2RA thru 2RD(.doc)	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
HUD-40076-CoC, Exhibit 3: Shelter Plus Care Program – New Project Instructions, 3A thru 3H(.doc)	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
HUD-40076-CoC, Exhibit 3R: Shelter Plus Care – Renewal Project Instructions, 3RA thru 3RE(.doc)	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
HUD-40076-CoC, Exhibit 4: Section 8 Moderate Rehabilitation SRO – New Project Instructions, 4A thru 4E HUD	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>	<b>X</b>	
Narratives for Renewals	Section 3, RFP	Not to exceed 5 pages.		
Leveraging, Mainstream and Match	Section 3, RFP	HUD website <a href="http://www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm">www.hud.gov/offices/adm/grants/nofa05/grpcoc.cfm</a>		

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**sample**

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